

POLICE CHIEF

DISTINGUISHING FEATURES

The fundamental reason the Police Chief position exists is to plan, direct, and control the Integration of public safety resources, activities and facilities within the City including police, fire and emergency medical services. This classification reports directly to the City Manager.

ESSENTIAL FUNCTIONS

Plans, organizes and directs all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property.

Responsible for the broadest possible integration of public safety resources and activities in the city including police, fire, emergency medical service, emergency management and security of city-owned facilities and property.

Reviews programs, objectives, and operating budgets of all bureaus within the Police Department. Establishes departmental policies; procedures, and regulations; hires, trains and evaluates management staff; establishes appropriate organizational values and leadership models for all departmental personnel; establishes appropriate standards of conduct for all departmental personnel; initiates and participates in staff training and development programs.

Coordinates the City's law enforcement activities with other law enforcement agencies and City administrative staff; assists in the development of municipal law enforcement policies. Meets with the public formally and informally to maintain positive relationships. Develops, implements, and monitors internal communications programs and processes. Reports to the City Manager on staff morale, communications, and employee relations matters.

Establishes, maintains, and reviews comprehensive community relations program; represents the Police Department on all significant public relations matters, public meetings and conferences.

Oversees the preparation of the department's budget; monitors and controls expenditures of appropriations; coordinates the administration of the city's contractual relationship with Rural Metro, Inc. Oversees the Office of Emergency Management.

Represents the City Manager in all public safety matters both administrative and operational. Exercises operational command authority in the event of natural or civil disaster.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Principles, practices, and procedures of police science and modern police administration, organization, and operation.

Municipal finance, budgeting, personnel, and labor relations.

Standards by which the quality of police service is evaluated and use of police records and their application to the solution of police problems.

Principles, practices, regulations, terminology and laws related to police/public safety; knowledge of the standards by which the quality of police service is evaluated.

Ability to:

Maintain discipline and command respect of employees and to lead and command a sworn and civilian multidisciplinary staff in law enforcement and crime prevention activities.

Perform a broad range of supervisory responsibilities over others.

Assign, direct and supervise work of all levels of staff; express ideas effectively, both oral and in writing.

Operate a computer terminal and input data using repetitive eye/hand/arm movement.

Establish and maintain cooperative working relationships with City officials, employees, other law enforcement agencies, boards, commissions, and the general public.

Produce written documents in English with clearly organized thoughts using proper sentence construction, grammar, and punctuation.

Communicate with individuals and groups in a face-to-face one-to-one setting or by telephone.

Understand community and social conditions to determine needs.

Maintain moral integrity.

Work safely without presenting a direct threat to self or others.

Education & Experience

A Bachelors degree in Police Science, Criminal Justice, Public Administration or a related field; and extensive experience at the rank of Captain or higher.

Must qualify for certification by the AZPOST.

Must be able to personify leadership.

Must have a valid AZ driver's license. .

FLSA Status: Exempt

HR Ordinance Status: Unclassified